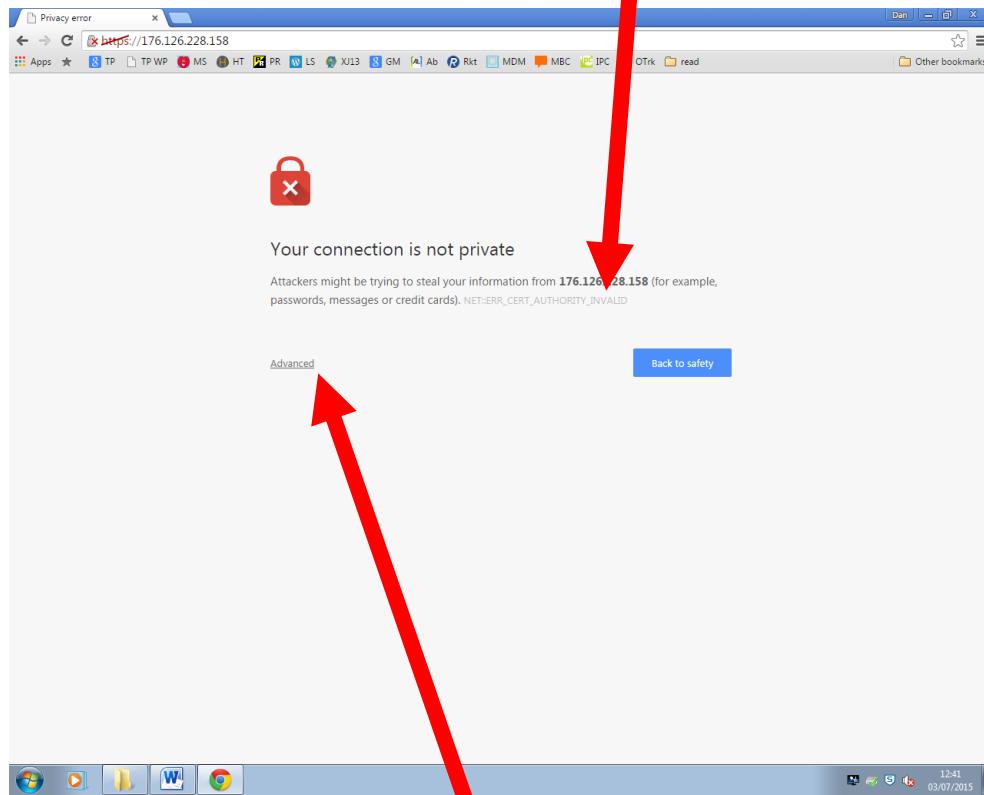


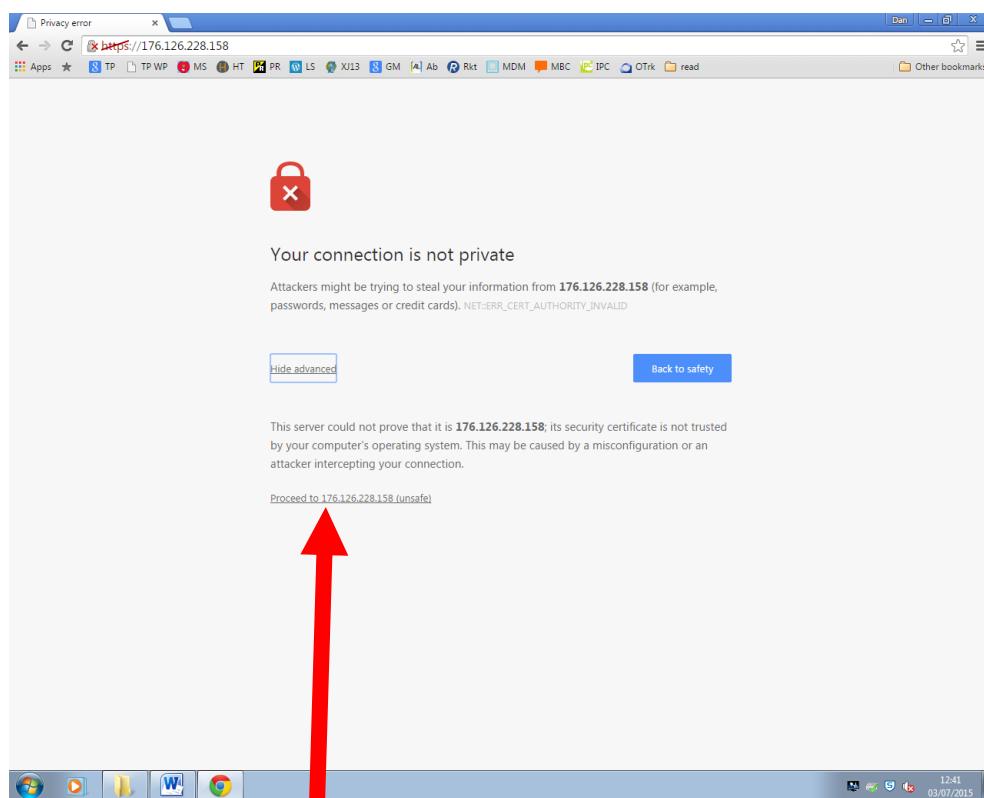
How to log on to Foldr from a home PC

This method only applies to logging on to Foldr if you are NOT at school- if you are at school it will be easier just to log on to the network normally (Ask Dan if stuck)

Assuming you are at home, you can either click [this link](#) or type <https://176.126.228.158> into your web browser.
When you follow the link you will get the following error (it may look different in other browsers):

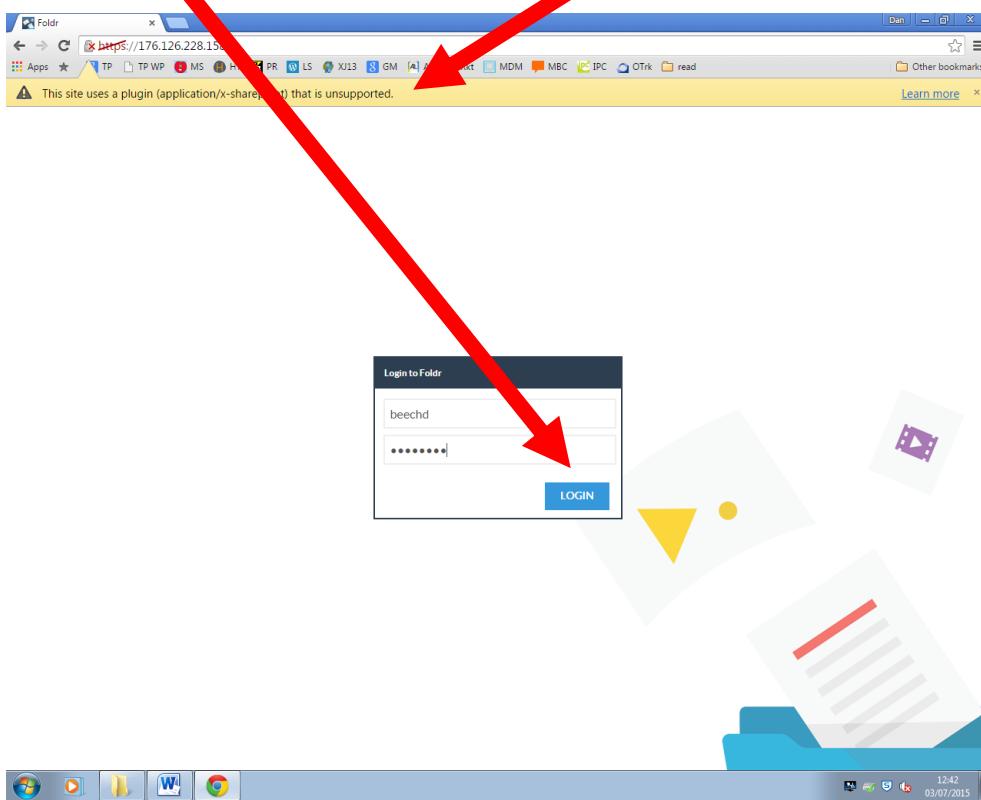


If you are using Google Chrome, just click advanced...

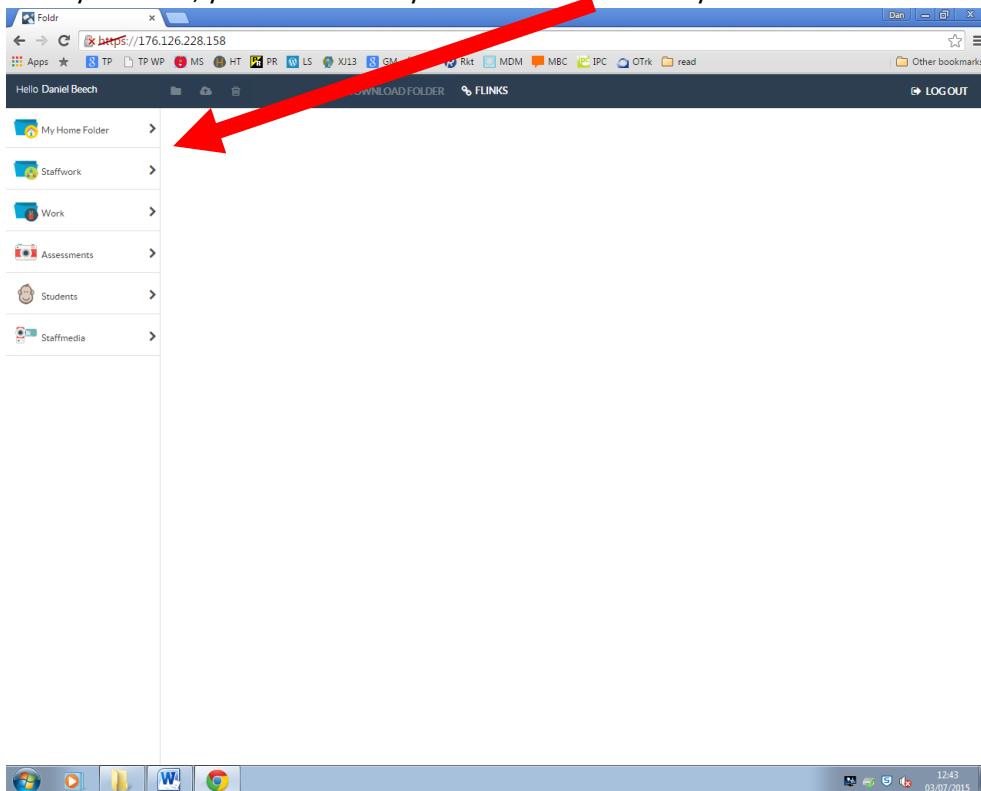


Then "Proceed to 176.126.228.158 (unsafe)" it is perfectly safe and if you would like me to bore you with the reasons why, just ask!

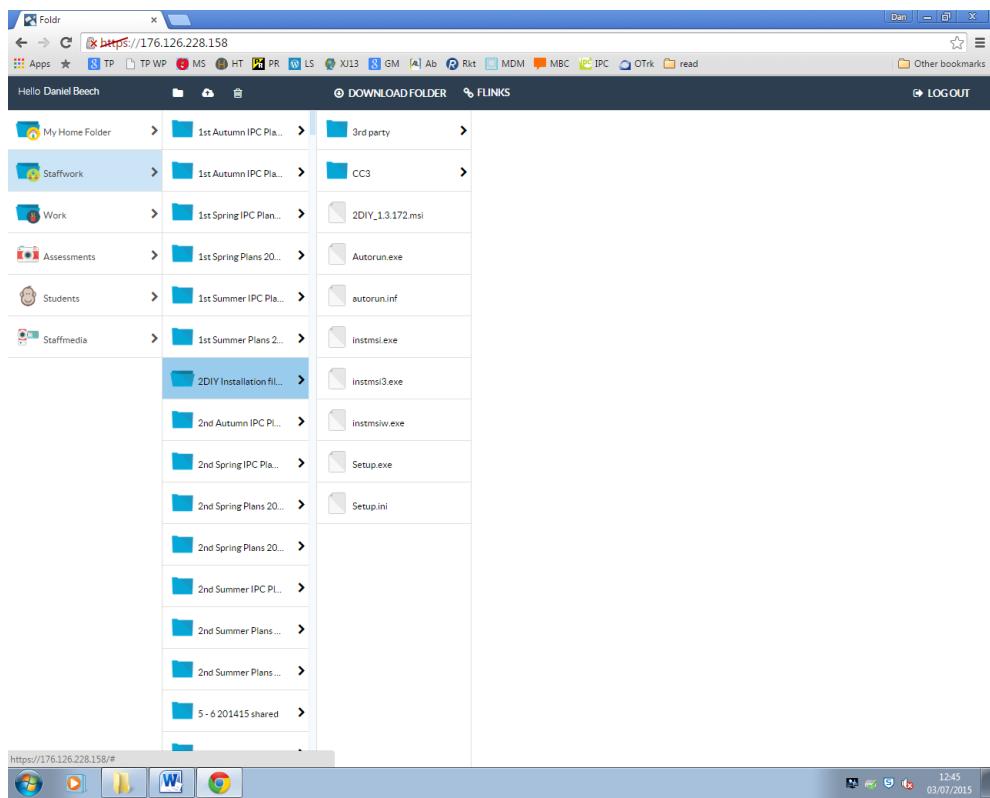
Once you get to the login screen, you just need to enter your details that you use to log on to the school network and press LOGIN. You can ignore the plugin error bar, it seems to work fine without.



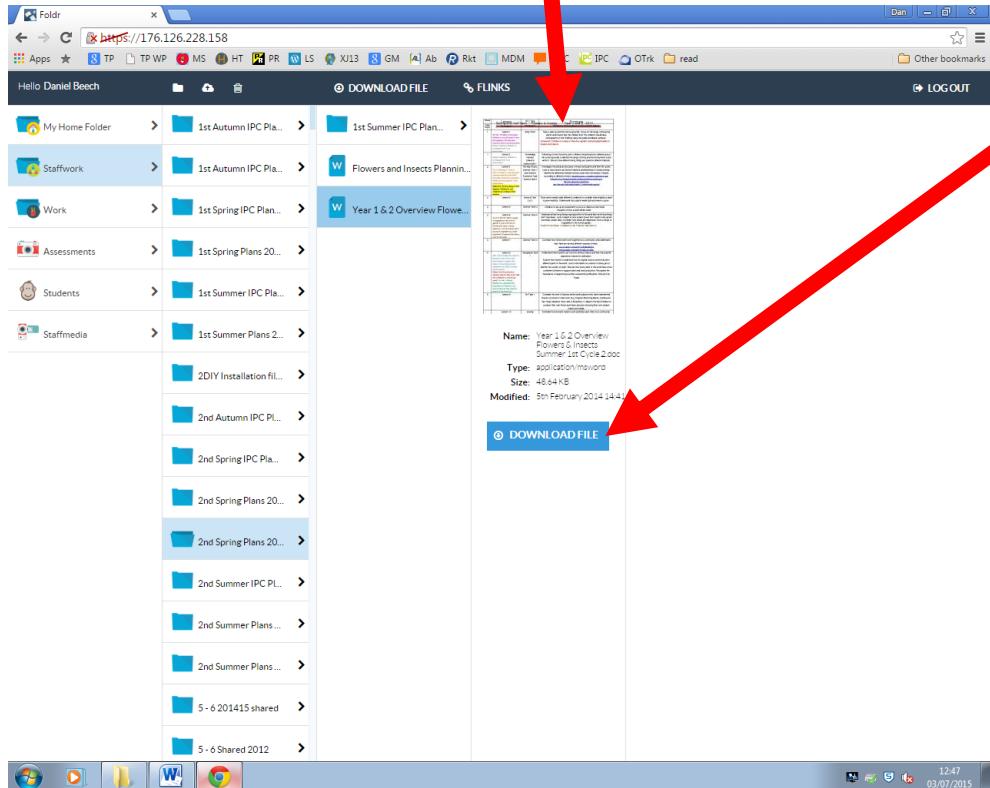
Once you are in, you should have your normal drives that you are used to from the server down the side.



Just click through to find what you need.



Once you get to a file, some will display a preview (and some will let you edit in place) but all will let you download them to work on.

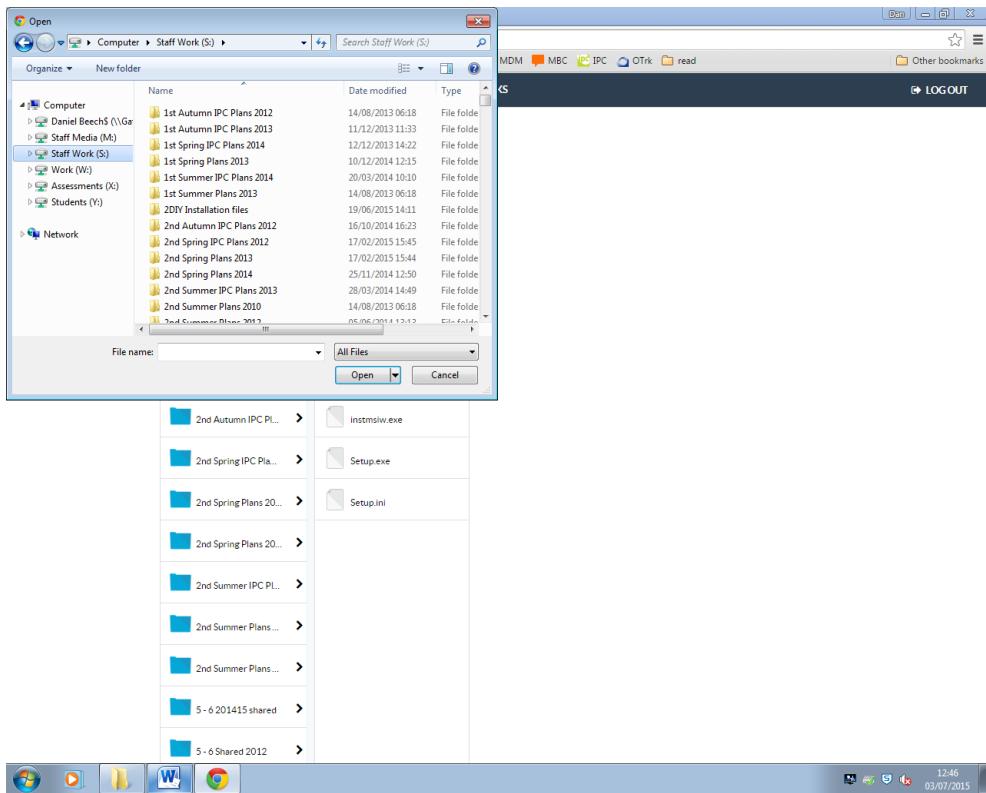


To upload a file back into Foldr, you can just drag and drop it into the correct place.

The screenshot shows a web browser window for 'Foldr' at the URL <https://176.126.228.158>. On the left, a sidebar lists various folders like 'My Home Folder', 'Staffwork', 'Work', etc. On the right, a detailed file list is shown. A local file explorer window is overlaid, showing the path 'Staff Work (S) > zDen > Dropbox > Subject coordination'. Inside this window, a Microsoft Word document icon is selected and has a blue 'Move' arrow pointing towards the 'Subject coordination' folder in the Foldr list. The status bar at the bottom right of the browser window shows the date '03/07/2015' and time '12:45'.

Or press the upload button to use the standard file open box.

The screenshot shows a web browser window for 'Foldr' at the URL <https://176.126.228.158>. The 'Uploads' button in the top navigation bar is highlighted with a red arrow. A modal dialog box titled 'CHOOSE FILES TO UPLOAD' is displayed, containing the text 'No file chosen' and 'CANCEL ALL'. The background shows the same file list and sidebar as the previous screenshot. The status bar at the bottom right of the browser window shows the date '03/07/2015' and time '12:46'.



Just remember that if you take a file out of Foldr to edit, then upload it back in the same place, it will overwrite the original so if you can edit in place on your PC, then that is probably best.

If you have any issues at all, please drop me an email (ict@tranmerepark.leeds.sch.uk) and I will try to get a fix sorted ASAP!

Dan